

# 2007

## DANGEROUS GOODS CHECKLIST FOR A NON-RADIOACTIVE SHIPMENT

The recommended checklist appearing on the following pages is intended to verify shipments at origin.

Never accept or refuse a shipment before all items have been checked.

**Is the following information correct for each entry?**

### SHIPPER'S DECLARATION FOR DANGEROUS GOODS (DGD)

	YES	NO*	N/A
1. Two copies in English and in the IATA format [8.1.1, 8.1.2] .....	<input type="checkbox"/>	<input type="checkbox"/>	
2. Full name and address of Shipper [8.1.6.1] .....	<input type="checkbox"/>	<input type="checkbox"/>	
3. Full name and address of Consignee [8.1.6.2] .....	<input type="checkbox"/>	<input type="checkbox"/>	
4. If the Air Waybill number is not shown, enter it. [8.1.6.3] .....	<input type="checkbox"/>		
5. The number of pages shown [8.1.6.4] .....	<input type="checkbox"/>	<input type="checkbox"/>	
6. If full name of Airport or City of Departure or Destination is not shown, enter it. [8.1.6.6 and 8.1.6.7] .....	<input type="checkbox"/>		
7. The non-applicable Aircraft Type deleted [8.1.6.5] .....	<input type="checkbox"/>	<input type="checkbox"/>	
8. The word "Radioactive" deleted [8.1.6.8] .....	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Identification</b>			
9. UN or ID Number, preceded by prefix [8.1.6.9.1, Step 1] .....	<input type="checkbox"/>	<input type="checkbox"/>	
10. Proper Shipping Name and the technical name in brackets for asterisked entries [8.1.6.9.1, Step 2] .....	<input type="checkbox"/>	<input type="checkbox"/>	
11. Class or Division, and for Class 1, the Compatibility Group, [8.1.6.9.1, Step 3] .....	<input type="checkbox"/>	<input type="checkbox"/>	
12. Subsidiary Risk, in parentheses, immediately following Class or Division [8.1.6.9.1, Step 4] .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Packing Group [8.1.6.9.1, Step 5] .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Quantity and Type of Packing</b>			
14. Number and Type of Packages [8.1.6.9.2, Step 6] .....	<input type="checkbox"/>	<input type="checkbox"/>	
15. Quantity and unit of measure (net or gross, as applicable) per package [8.1.6.9.2, Step 6] .....	<input type="checkbox"/>	<input type="checkbox"/>	
16. When different dangerous goods are packed in one outer packaging, the following rules are complied with:			
– Compatible according to Table 9.3.A. (note exception for chemical kits/first aid kits. See Packing Instructions 915 and Y915) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– UN packages containing Division 6.2 [5.0.2.11(c)] .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– "All packed in one (type of packaging)" [8.1.6.9.2, Step 6(f)] .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Calculation of "Q" value must not exceed 1 [5.0.2.11; 5.0.3.2; 8.1.6.9.2, Step 6(g)] .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Overpack			
– Indication "Overpack Used" [8.1.6.9.2, Step 7] .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Compatible according to Table 9.3.A. [5.0.1.5.1 and 5.0.1.5.3] .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Packing Instructions</b>			
18. Packing Instruction Number [8.1.6.9.3, Step 8] .....	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Authorizations</b>			
19. Indication of "Limited Quantity" or "Ltd. Qty." if "Y" packing instruction used [8.1.6.9.4, Step 9] .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. The Special Provision Number if A1, A2, A51, A81 or A109 [8.1.6.9.4, Step 9] .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Indication that governmental authorization is attached, including a copy in English [8.1.6.9.4, Step 9] .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Additional approvals for other items under [8.1.6.9.4, Step 9] .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional Handling Information</b>			
23. The mandatory statement shown for self-reactive and related substances of Division 4.1 and organic peroxides of Division 5.2, or samples thereof [8.1.6.11.1 and 8.1.6.11.2] .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Name and Telephone Number of a responsible person for Division 6.2 Infectious Substance shipment [8.1.6.11.4] .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. The air transport statement included [8.1.6.12] .....	<input type="checkbox"/>	<input type="checkbox"/>	
26. <b>Name and Title of Signatory, Place and Date</b> indicated [8.1.6.13 and 8.1.6.14] .....	<input type="checkbox"/>	<input type="checkbox"/>	
27. <b>Signature</b> of Shipper [8.1.6.15] .....	<input type="checkbox"/>	<input type="checkbox"/>	
28. <b>Amendment</b> or alteration signed by Shipper [8.1.2.6] .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YES NO\* N/A

**AIR WAYBILL**

- 29. The **Handling Information** box shows: "Dangerous goods as per attached Shipper's Declaration" or "Dangerous Goods as per attached DGD" [8.2.1(a)] .....
- 30. "Cargo Aircraft Only" or "CAO", if applicable [8.2.1(b)] .....
- 31. Where non-dangerous goods are included, the number of pieces of dangerous goods shown [8.2.2].....

**PACKAGE(S) AND OVERPACKS**

- 32. Packaging conforms with packing instruction and is free from damage or leakage [9.1.1.3].....
- 33. Same number and type of packagings and overpacks delivered as shown on DGD [9.1.1.3].....

**Markings**

- 34. UN Specification Packaging, marked according to 6.0.4 and 6.0.5:
  - Symbol and Specification Code.....
  - X, Y or Z, agreed with Packing Group/Packing Instruction .....
  - Gross Weight within limits (Solids or Inner Packagings).....
  - Infectious substance package marking [6.0.6].....
- 35. The Proper Shipping Name(s) including technical name where required, and the UN or ID Number(s) [7.1.5.1(a)].....
- 36. The full name(s) and Address(es) of Shipper and Consignee [7.1.5.1(b)] .....
- 37. The Net Quantity of Explosives and Gross Weight of the package for Class 1 items [7.1.5.1(c)].....
- 38. Classes 2 to 6, 8 & Carbon Dioxide, Solid (Dry Ice), the net quantity or gross weight as applicable marked on the packages [7.1.5.1(d) and (e)].....
- 39. The Name and Telephone Number of a responsible person for Division 6.2 Infectious Substances shipment [7.1.5.1(f)].....
- 40. The Special Marking requirements shown for Packing Instruction 202 [7.1.5.1(g)] .....
- 41. Limited Quantity packagings marked: "LIMITED QUANTITY" or "LTD. QTY." [7.1.5.3].....
- 42. Salvage Packagings marked: "Salvage" [7.1.5.4] .....

**Labelling**

- 43. The label(s) identifying the Primary risk, affixed to each package, as per 4.2, Column E [7.2.3.2; 7.2.3.3(b)] .....
- 44. The label(s) identifying the Subsidiary risk next to Primary risk label(s), as per 4.2, Column E [7.2.3.2; 7.2.6.2.3].....
- 45. Cargo Aircraft Only label, on the same surface near the Hazard label(s) [7.2.4.2; 7.2.6.3] .....
- 46. "Orientation" labels affixed [7.2.4.4] .....
- 47. "Magnetized Material" label affixed [4.2, Column E, 7.2.3.10 and 7.2.4.1].....
- 48. "Cryogenic Liquid" labels affixed [7.2.4.3].....
- 49. "Keep Away From Heat" label affixed [7.2.4.5] .....
- 50. All above labels correctly affixed [7.2.6] and all irrelevant marks and labels removed [7.1.1; 7.2.1].....

**For Overpacks**

- 51. Packaging Use markings as required must be clearly visible or reproduced on the outside of the overpack [7.1.4.1] .....
- 52. If all markings and labels are not visible, the word "Overpack" marked [7.1.4.2].....
- 53. "Cargo Aircraft Only" restrictions [5.0.1.5.3].....

**GENERAL**

- 54. State and Operator variations complied with [2.9] .....
- 55. Cargo Aircraft Only shipments, a cargo aircraft operates on all sectors. ....

Comments: \_\_\_\_\_

Checked by: \_\_\_\_\_

Place: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**\*IF ANY BOX IS CHECKED "NO", DO NOT ACCEPT THE SHIPMENT AND GIVE A DUPLICATE COPY OF THIS COMPLETED FORM TO THE SHIPPER.**